



Business Administration

Business & Administration Levels

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	APPRENTICESHIP	ADVANCED APPRENTICESHIP

Overview

This qualification works across many sectors and is designed for all those fulfilling administrative roles from beginners and those working on routine tasks under supervision to those in a managerial or supervisory role, who are involved in administration as their primary work activity. This is a competence based qualification and nationally recognised.

Who would benefit from this qualification?

The Business Administration NVQ's are designed for those people who:

- are involved in Administration as their primary work activity
- are seeking a career in Administration and wish to take steps towards developing their professional qualifications
- wish to achieve recognition for their Administration experience

Course Content

The qualification is very flexible, with the individual ideally working as part of a team providing information or resources to others. The individual's work situation will provide you with the opportunity to be involved in a range of administrative activities e.g.:

- Managing customer relations
- Managing Diary Systems
- Organising & Supporting Meetings
- Using Various Software

To achieve the full award candidates must complete a total of 2 mandatory and 3 optional units.

Entry Requirements:

There are no formal entry requirements for candidates undertaking this NVQ, however employers must ensure that candidates have the potential and opportunity to gain evidence for the qualification in the work place.

